



Addendum

Notes for Submission of the OH Addendum

Instructions

The **City of Seattle Office of Housing Addendum** requests additional attachments and/or clarification for Tabs 2, 3, 6, 8 and 9. Required attachments are listed on the [2017 OH Addendum Combined Table of Contents](#) and should be placed in the order listed. [Please see the 2017 OH NOFA for detailed application assembly instructions.](#)

Tab 2: Project Description

- ✓ **Notes on a Rehabilitation Scope of Work:**
 - Note that OH encourages a scope of work that assures a minimum 20 year life for all building components.
 - Note that rehabilitation projects must comply minimum design standards, please contact the Office of Housing to ensure your project will meet or exceed these standards.
- ✓ **Notes for submission of Preliminary Drawings:**
 - Schematic drawings should be 1/8" equals 1' - 0" at a minimum and may be reduced for presentation.
- ✓ **Notes for submission of Outline Specifications:**
 - Use the Construction Specification Institute (CSI) format including divisions 1 – 16.

Tab 3: Need & Population Served

- ✓ **Note for submission of Neighborhood Notification Documentation:** Documentation of neighborhood notification must include the following:
 - The list of addresses within at least 500 feet obtained from King County parcel viewer.
 - A copy of the written notice, letter or flyer provided to neighbors. Content should include basic information about the developer agency and proposed project, (e.g., estimated schedule, contact person, and neighborhood organizations that have also been notified about the project).
- ✓ **Note for submission of Community Relations Plan:** Applicant should submit their final written plan for maintaining ongoing communication with immediate neighbors and neighborhood and community organizations throughout the project's pre-development, design, construction and operation phases. Applicant should also attach documentation of efforts to implement the Plan thus far, including:
 - Consultation with the Department of Neighborhoods and as needed, the Office of Economic Development to identify neighborhood and community organizations to reach out to.



- Communication with neighborhood and community organizations, including providing information such as:
 - Project design and target population
 - Proposed uses for the ground floor, i.e. retail, community space, offices, etc.
 - Estimated schedule for construction and completion
 - Experience of the applicant developing and owning other housing projects
 - Opportunities to provide input on the project
 - Mechanisms for ongoing communication once the housing is operational
- Advertisements to the community describing the project and any relevant community meetings (may be posted at local libraries, community centers, etc.)
- Minutes or other documentation of neighborhood organization meetings that the applicant has attended in connection with the project. Include the location of the meeting, number of attendees, results of any Q and A and general tone of meeting.
- Plans for future neighborhood meetings including method for notifying the public, date and location of the meeting.
- Copies of any letters of support from individual citizens or neighborhood groups.
- Membership and meeting minutes of project advisory committees, if applicable.

NOTE: OH may require modifications to applicant's plan as a condition to funding approval.

Tab 6: Development Budgets

- ✓ **Note for submission of Cost Estimates:** Cost estimates should reflect, at a minimum, State residential prevailing wage rates. If your project receives federal funds and Davis Bacon applies, the greater of federal Davis Bacon wage rates or State residential prevailing wage rates will apply, unless applicable law requires otherwise.

Tab 8: Project Operations

- ✓ **Note for submission of Proposed Rents, Operating/Services Budgets:** When filling out Forms 8A through 8F, please identify the actual tenant rents expected from the proposed population, and the corresponding operating/services gap, if any.

Tab 9: Development Team

- ✓ **Note that OH reviews financial audits for the following criteria:**
 - i. Current assets should exceed current liabilities by a margin of 1.2:1.
 - ii. Cash ratio: cash + cash equivalents should equal .5 to .75 of current liabilities.
 - iii. Days cash: organization should have 90 days cash at its disposal.
 - iv. Working capital: current assets minus current liabilities should be positive.
 - v. Statements should show a positive trend in net assets.

Please see the next page for additional questions for Section 9



OH Addendum Section 9: Development Team

Seattle Race and Social Justice Initiative

OH seeks to invest in organizations and projects that align with the City's Race and Social Justice Initiative. The Race and Social Justice Initiative (RSJI) is the City of Seattle's commitment to realize the vision of racial equity. RSJI is a citywide effort to end institutional racism in City government and to achieve racial equity across our community. The initiative is especially focused on systemic change to eliminate race-based disparities in our community. For more information on the Race and Social Justice Initiative or tools go to:

<http://www.seattle.gov/rsji/> or <http://www.housingconsortium.org/member-programs/racial-equity-project/> “

1. Are there specific steps that your organization has taken to address institutionalized racism or promote racial equity? (e.g. through a strategic planning process, administration of a Race and Social Justice toolkit, leadership and board training, etc.) Please describe:

2. Are there specific aspects of the proposed project that address institutionalized racism or further race and social equity in Seattle including but not limited to the project location, target population(s), screening criteria, and outreach and marketing efforts? Please describe: